

~~SECRET~~
SECURITY INFORMATION

19 October 1953

MEMORANDUM FOR: CHIEF, CLASSIFICATION AND WAGE DIVISION

25X1A9a

ATTENTION :

SUBJECT : Request for Reclassification of One Stenographic
Position, Training Division, TSS

25X1A9a

1. This will confirm telephone conversation between [REDACTED] 5X1A9a
and [REDACTED] of this date.

2. You have recently conducted a classification survey in our
Training Division and have job information on most of the positions.
It will be very much appreciated if you can take immediate action
to change the classification of position BY 257 from Clerk (Steno),
GS-4 to Secretary (Steno), GS-5.

3. Other minor position changes contemplated for the Training
Division will be held in abeyance pending an overall T/O revision
which must be submitted to the DD/P by 2 November 1953.

[REDACTED] 5X1A9a
Personnel Officer, TSS

Distribution:

Orig & 1 - Addressee
2 - TSS/Personnel

~~SECRET~~
SECURITY INFORMATION